Welcome to the UNMJobs New Applicant Online Tutorial

The University of New Mexico’s online application system.

This online tutorial will take you approximately 20 minutes to complete.

To navigate through this tutorial click on the arrow buttons at the bottom of the screen OR to view this tutorial in slideshow format click on Slide Show.
Tutorial Objectives

After viewing this tutorial you will be able to:

- **Search** Postings
- Create a login account
- Create an application
- View/withdraw your application status
- Manage your applications
Getting Started on UNMJobs

Helpful Tips before you create your User Account

- Update your resume including education, employment, and professional references. (For resources on Resume/Cover Letter/Interview, refer to Career Services)
- Locate any necessary electronic documents you may be asked to include with your application such as writing sample, licensures, certificates, etc.
- Avoid using your browser toolbars when you are logged into UNMJobs. It’s best to navigate from within the UNMJobs site.
Search Postings

There are two ways to Search Postings:

Click on Search Postings from the Menu bar

OR Search by Positions: Faculty, Staff, or Student
Search #1 Postings from the Menu

The first Search can be accessed by clicking on Search Postings from the Menu bar. This type of search is useful if you want to look up a specific position title, department, or work location. This example shows a Search by Position Title for Admin Assistant 3. Shortcut: Narrow your search by clicking on the dropdown icon and typing the first letter of the position title, department, or work location for which you are searching. Click on to proceed to next page.
Search #1 Results

You can sort various columns by clicking on the dropdown icon. Once you have narrowed your search for the position you are interested in click on the link to read more about the position and/or Apply for the Posting.

Search Results

To view the position details and/or apply to a position, click on the View link below the Position Title. To sort, click on the arrow next to the column title.

RETURNING USERS: Please STOP and read this important message!
If you need to edit your application information before applying for a position, please login and click on the 'Manage Applications' link on the navigation bar to the left. You will not be allowed to change your application information after you have applied for a position.

<table>
<thead>
<tr>
<th>Position Title</th>
<th>Working Title</th>
<th>Location</th>
<th>Department</th>
<th>Posting Date</th>
<th>Best Consideration Date</th>
<th>Closing Date</th>
<th>Grade</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Assistant 3</td>
<td>Admin Assistant 3</td>
<td>UNM Health Sciences Center (AHS)</td>
<td>Family Community Medicine</td>
<td>12-16-2011</td>
<td>01-03-2012</td>
<td>Open Until Filled</td>
<td>08</td>
<td>$11.59 min to $15.92 midpoint (FSLY)</td>
</tr>
</tbody>
</table>
Search #2 Postings by Positions

The second search can be accessed by clicking on any of the Positions Available icons: Faculty, Staff, or Student. This type of search is useful when you want to view all available positions by classification.

Use the dropdown icons found under each column to sort your list. Click on the View link to read more about the position and/or to Apply for the Posting.
Search Job Details

After performing either type of Search and clicking on the View link, you will be able to review the Job Details screen. This screen includes: Posting Number, Position Title, Appointment Type, Department, Salary Grade and Salary, Work Location, Position Summary, plus more specific information pertaining to that position.

When you are ready to apply for this position click on APPLY FOR THIS POSTING.
Fill Out a New Application: Logging In

Login to Continue

New Applicant:

Fill out a new Application if you have not yet completed an application using this system.

At this point you will begin to fill out the application.

New Applicants:
Click on the Fill out a new Application Link (shown above)
Create a User Name and Password

<table>
<thead>
<tr>
<th>Select User Name and Password:</th>
<th>1</th>
<th>Create a User Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Select User Name:</td>
<td>2</td>
<td>Create a Password</td>
</tr>
<tr>
<td>For Username, you must use between 6 and 17 letters or numbers</td>
<td>3</td>
<td>Re-enter Password</td>
</tr>
<tr>
<td>Lobo Louie</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Password:</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>For Password, you must use between 6 and 17 letters or numbers</td>
<td>**</td>
<td>**</td>
</tr>
<tr>
<td>Re-enter Password:</td>
<td>**</td>
<td>**</td>
</tr>
</tbody>
</table>

CONTINUE TO PAGE 1 OF STAFF/UNM TEMPS EMPLOYMENT APPLICATION >>

CANCEL

Click on Continue to Page 1 to proceed to next page
Creating an Employment Application

Create Staff/UNMTemps Employment Application

SPECIAL NOTES:
- When completing an application, you will be asked to provide information about your education and experience, as well as contact information regarding your employment history and references. Please gather this information before beginning the application process.
- You will have the opportunity to attach or upload documents, such as a Resume or CV, after you apply to a position.

What if I forget my password?

You will need your user name and password to check the status of your application or apply for other positions the next time you visit the site.

Before beginning your application, please enter a question and answer that only you know. If you forget your password when returning to the site, the system will remind you if you answer the question correctly.

This question and answer will not be part of your employment application.

The question and answer are case-sensitive.

*Required information is denoted with an asterisk.

Your Question and Answer

- Please enter a question (e.g., What is my mother’s middle name?):
  - What is my favorite color?

- Please enter the answer to your question:
  - Cherry-Silver

*Required information is denoted with an asterisk.

SAVE AND CONTINUE TO NEXT >>

SAVE AND STAY ON THIS PAGE  EXIT
Filling out the Application: **Personal Information**

**Page 1 of 7**

Create Staff/UNMTemps Employment Application

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal First Name:</td>
<td>Louis</td>
</tr>
<tr>
<td>Legal Middle Name:</td>
<td></td>
</tr>
<tr>
<td>Legal Last Name:</td>
<td>Luis</td>
</tr>
<tr>
<td>Legal Suffix (e.g., Jr., Sr., III, etc)</td>
<td></td>
</tr>
<tr>
<td>Professional Suffix (e.g., MD, PhD, RN, etc)</td>
<td></td>
</tr>
<tr>
<td>Mailing Address Line 1:</td>
<td>1 University Way</td>
</tr>
<tr>
<td>Mailing Address Line 2:</td>
<td></td>
</tr>
<tr>
<td>City:</td>
<td>Albuquerque</td>
</tr>
<tr>
<td>State:</td>
<td>NM - New Mexico</td>
</tr>
<tr>
<td>Zip Code:</td>
<td>87106</td>
</tr>
<tr>
<td>Country:</td>
<td>US - UNITED STATES OF AMERICA</td>
</tr>
<tr>
<td>Home Phone:</td>
<td>505-277-1111</td>
</tr>
<tr>
<td>Mobile Phone:</td>
<td></td>
</tr>
<tr>
<td>Additional Phone:</td>
<td></td>
</tr>
<tr>
<td>International Phone:</td>
<td></td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:leboin@unm.edu">leboin@unm.edu</a></td>
</tr>
</tbody>
</table>

*On the **Personal Information** page:*

You will provide Personal Information such as First and Last Name, Address, City, Zip, Home Phone, Email, Education Level, and other application style questions on this page.

*Note:* Make sure to fill out all of the required fields.

*Required information is denoted with an asterisk.*
Filling out the Application: **Personal Information**
Page 1 of 7 continued

**IPRA Opt-Out of Disclosure of Home Information**

Records kept by UNM are subject to the New Mexico Inspection of Public Records Act (IPRA). Per UNM Business Policy and Procedures Manual Policy 2300 and IPRA, your employment application and associated documents (e.g., resume) must be released by UNM’s Custodian of Public Records if a request for that information is made under IPRA.

**Click Here** for additional IPRA information related to employees.

- [ ] Do you want your home address(es), home phone number(s), and home email address(es) to be excluded from release to the public by UNM?
  - [ ] Yes
  - [ ] No
  - [ ] No Response

To complete the Personal Information page:

**IPRA Opt-Out of Disclosure of Home Information**
Choose Yes or No

When all fields are filled in, click on:

**SAVE AND CONTINUE TO NEXT >>**

The system will warn you if you have not filled out all the required fields necessary to continue with the following error message:

⚠️ This page has errors that must be corrected before you may continue. Please correct these errors before proceeding.
Thank you for considering the University of New Mexico for possible employment. We encourage you to fill out the voluntary information survey below. This information will be used for statistical purposes.

*Required information is denoted with an asterisk.

**Voluntary Demographic Data**

- **Gender:**
  - Female
  - Male
  - No Response

- **Are you Hispanic or Latino?**
  - Yes
  - No
  - No Response

- **Optional Race Category:**
  - American Indian or Alaska Native
  - Asian
  - Black or African American
  - Native Hawaiian or Other Pacific Islander
  - White

*Required information is denoted with an asterisk.*
Filling out the Application: Educational History
Page 3 of 7

On the Educational History page:

To add your educational history click on Add New Entry.

On this page you will include information such as Institution name (high school, college, etc.), Institution Location, Degree/Type of Education, Dates of Attendance and any Additional Information. When you have entered all of the information click on Add Entry.

*Required information is denoted with an asterisk.

To proceed, click on
On the Employment History page:

To add your employment history click on **Add New Entry**.

On this page you will include information such as Job Title, Average Hours Worked, Start and End dates, Employer, Location, Employer’s Name, Supervisor information, Reason for leaving, and Duties and Responsibilities. When you have entered all of the information click on **Add Entry**.

*Required information is denoted with an asterisk. To proceed, click on**
Filling out the Application: Licenses, Skills, Certificates, and Additional Information Page 5 of 7

Create Staff/UNMtemps Employment Application

Licenses, Skills, Certificates, and Additional Information: please add as many items as you feel are pertinent to your selection for this position.

Existing Entries
No Records Found

Add New Entry
To add this information click on Add New Entry.

Add New Entry
To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.

* Required information is denoted with an asterisk.

Please select one item:  

No Response

Please provide details on the item selected above:

ADD ENTRY

<< SAVE AND RETURN TO PREVIOUS  SAVE AND CONTINUE TO NEXT >>
Filling out the Application: References
Page 6 of 7

Create Staff/UNMTemps Employment Application

<table>
<thead>
<tr>
<th>References: Page 6 of 7</th>
</tr>
</thead>
<tbody>
<tr>
<td>References: Please include at least 3 professional references. When finished, click the Save and Continue to Next Page button at the bottom of the screen.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Existing Entries</th>
</tr>
</thead>
<tbody>
<tr>
<td>No Records Found</td>
</tr>
</tbody>
</table>

To add this information click on Add New Entry. On this page you will include information about your references such as Title or Occupation, Employer, First and Last Name, and Phone.

*Required information is denoted with an asterisk. When you have entered all of the information click on Add Entry.

To proceed, click on

<table>
<thead>
<tr>
<th>Add New Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;&lt; Save and Return to Previous</td>
</tr>
</tbody>
</table>

Add New Entry

To add a new entry, complete the following fields and then click the Add Entry button. If you do not wish to add a new entry at this time, click the Cancel button.

* Required information is denoted with an asterisk.

- **Title or Occupation:**
- **Employer/Organization:**
- **First Name:**
- **Last Name:**
- **Phones:**
- **Email:**

<table>
<thead>
<tr>
<th>Add Entry</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
Create Staff/UNMTemps Employment Application

On the Temporary Pool Work Availability page:

Please note that this page applies to UNMTemps applicants only.

If this page does not apply to you please click on

---

### UNMTemps Applicants Only

<table>
<thead>
<tr>
<th>Locations</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Albuquerque Main</td>
<td></td>
</tr>
<tr>
<td>Albuquerque HSC</td>
<td></td>
</tr>
<tr>
<td>Valencayos Lunas</td>
<td></td>
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<tr>
<td>Toos</td>
<td></td>
</tr>
<tr>
<td>Santa Fe</td>
<td></td>
</tr>
<tr>
<td>Gallup</td>
<td></td>
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<tr>
<td>Los Alamos</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Schedules</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekdays</td>
<td></td>
</tr>
<tr>
<td>Evenings</td>
<td></td>
</tr>
<tr>
<td>Nights</td>
<td></td>
</tr>
<tr>
<td>Weekends</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours Available</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>30 hours or less</td>
<td></td>
</tr>
<tr>
<td>40 hours</td>
<td></td>
</tr>
</tbody>
</table>

*Required information is denoted with an asterisk.*
Filling out the Application: View Staff/UNMTemps Employment Application Summary

On this page you will be able to view your completed application in a new window by clicking on. You can also OR you can scroll down the page to view the completed application. Once you are ready to save the application click on next to the certification statement.
Filling out the Application: Application Status Confirmation

Confirm Change Application Status

Confirm edits.

Application Status

I certify that all information provided is true and complete.

CONFIRM
Completing the Application: Supplemental Questions

Supplemental Questions - Admin Assistant 3

You have not completed applying for this position -- Your application is not eligible for review until you receive a confirmation number.

In order for your application to be reviewed for this position, please answer the following supplemental questions, check the certify statement, then click the Submit Answers to Supplemental Questions... button.

You may then be asked to attach any optional or required documents. If you do not have your documents ready, it is recommended that you do not apply for this position at this time. If you begin applying, but do not finish attaching all of your documents, the documents that you have attached will be held in the system, but your answers to the Supplemental Questions will not be saved. When returning to complete applying for the position, you must answer the Supplemental Questions and check the certify statement on this page again.

If you do not wish to be considered for this specific position, or if you choose not to apply at this time, click the Cancel Applying to this Posting button.

It is recommended that you do not use your browser’s “back”, “forward” or “refresh” buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

*Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Supplemental Questions</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Have you graduated from the UNM Management Academy?</td>
<td>No Response, Yes, No</td>
</tr>
<tr>
<td>Describe your expertise with Banner Finance.</td>
<td>No Response, Low, Medium, High</td>
</tr>
<tr>
<td>How many years' experience do you have with Microsoft Office Suite?</td>
<td>No Response, 0-1 years, 1-3 years, 3+ years</td>
</tr>
</tbody>
</table>

Most UNM positions will ask you a list of supplemental questions. On this page of your application for Administrative Assistant 3, you will be required to answer questions that the hiring department has included on this posting.
Completing the Application: Certifying Application

Certify Application

I authorize the University of New Mexico to use the information and statements contained in this application to determine my qualifications for employment. I authorize the University of New Mexico to make inquiries of my former employers, except as indicated in this application, regarding my previous duties, responsibilities, performance, compensation, and eligibility for rehire. In addition, I authorize the University of New Mexico to conduct additional, secondary reference checks which may include reference referrals from previous employers.

If I am a current or former UNM employee, I authorize the University to make my personnel file available for review by appropriate University hiring officials.

I understand that a comprehensive background check may be conducted to determine my eligibility for hire, if required in the Conditions of Employment. This may include, but is not limited to, investigations of criminal and/or conviction records, driving records, and/or drug screening test as required by U.S. Department of Transportation regulations or by University policy. I also understand that medical, psychological and/or physical demands examinations may be required for certain positions. Therefore, I understand that offers of employment will be conditional and that my employment will depend on successful completion of any conditions of employment that are contained in the UNM job description or in University Business Policies and Procedures.

I release UNM and other persons or entities from any claims that might be based on the University’s decision to conduct a background check.

I certify that all statements made in my application are true and accurate; and that I have not omitted any material information or provided false or misleading information. I understand that any material omission or misrepresentation will result in my disqualification from consideration for employment, or, if discovered after I begin employment, will result in my termination.

If hired, I agree to abide by the policies and procedures of the University of New Mexico.

In order for your application to be reviewed for this position, please answer the supplemental questions and check the certify statement above.

SUBMIT ANSWERS TO SUPPLEMENTAL QUESTIONS WITH MY APPLICATION ✗
Completing the Application: Attach Documents

You have not completed applying for this position until you receive a confirmation number.

To attach a document to your application for this position, click the Attach link next to the type of document you wish to upload. It is strongly recommended that you include your name on each document that you attach. These documents should be black and white only, should not include pictures, and should not be password-protected. Please limit the size of your document to less than 5MB. To remove a document from your application for this position, click the Remove link next to the document you wish to remove.

If you wish to attach Required documents at a later time, click the Do Not Attach Documents at this Time button. If you have attached all Required documents and do not wish to attach Optional documents, or are finished attaching documents, click the Finished Attaching Documents button. Once you click the Finished Attaching Documents button, you will not be able to attach any further documents to your application for this position.

If you have not completed applying for this position, any documents that you have attached will be held by the system.

NOTE: Most documents will retain their original formatting when uploaded. If you are uploading a Microsoft Word document, the following are steps you can take to help ensure that it will convert to PDF format properly:

- Use standard fonts, such as Times New Roman, Arial and other common fonts.
- Avoid the use of complex tables and shading.
- Avoid the use of several columns in one document.
- Avoid embedded images, such as pictures or graphics.

Once you have attached your document, please click the View link to verify that it uploaded correctly. After clicking the View link, your document will appear in a separate pop-up window. Close this pop-up window before clicking another View link to prevent viewing difficulties with subsequent documents. If your document appears to have formatting problems, please click the Remove link to remove the document and adjust your document as needed by following the tips above and reattaching it.

<table>
<thead>
<tr>
<th>2 Records</th>
<th>Attach / Remove</th>
<th>Document Type</th>
<th>Attached Document</th>
<th>View Document</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required</td>
<td>Attach</td>
<td>Resume</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Required</td>
<td>Attach</td>
<td>Cover Letter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

ATTACH ADDITIONAL DOCUMENTS LATER

Most positions will require that you attach a Resume and Cover Letter. Some positions will ask that you attach other documents such as writing samples, project plans, proposals, etc.

You can attach documents by clicking on Attach.
Completing the Application: Attach Resume

If your document is in Microsoft Word or PDF format, please use the Upload feature to attach your document. Otherwise, please use the Paste feature.

Upload a new Resume:

To upload a Microsoft Word or PDF document, click the Browse button, then select the file you wish to upload and click on the Open button. Your document must be less than 5 MB in size. Click the Attach button when you are finished.

Note: If your document is not in Microsoft Word or PDF format, please copy and paste the text of your document in the Paste a new Resume section directly below.

Paste a new Resume:

Enter (or copy and paste) the text of the document in the text area below. Click the Attach button when you are finished.
Completing the Application: Confirm Resume

Attach Documents - Admin Assistant 3

Confirm

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To submit this document to your application for this position, click the Confirm Attaching Document button at the bottom of the screen.

To cancel attaching this document, please click the Return to Previous link on this screen.

After clicking the Confirm button, you will be directed back to the main Documents page, where you will be able to view, remove and reattach documents.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Document Type</th>
<th>Date &amp; Time Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Assistant 3</td>
<td>Resume</td>
<td>Resume_11-14-00_16-25-86CT</td>
</tr>
</tbody>
</table>

To complete the process click on
Completing the Application: Attach Cover Letter

If your document is in Microsoft Word or PDF format, please use the Upload feature to attach your document. Otherwise, please use the Paste feature.

**Upload a new Cover Letter:**

To upload a Microsoft Word or PDF document, click the Browse button, then select the file you wish to upload and click on the Open button. Your document must be less than 5 MB in size. Click the Attach button when you are finished.

Note: If your document is not in Microsoft Word or PDF format, please copy and paste the text of your document in the 'Paste a new Resume' section directly below.

**Paste a new Cover Letter:**

Enter (or copy and paste) the text of the document in the text area below. Click the Attach button when you are finished.
Completing the Application: Confirm Cover Letter

Attach Documents - Admin Assistant 3

Confirm

Return to Previous

You have not completed applying for this position!

Your application is not complete until you receive a confirmation number.

To submit this document to your application for this position, click the Confirm Attaching Document button at the bottom of the screen.

To cancel attaching this document, please click the Return to Previous link on this screen.

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<table>
<thead>
<tr>
<th>Job Title</th>
<th>Document Type</th>
<th>Date &amp; Time Submitted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Admin Assistant 3</td>
<td>Cover Letter</td>
<td>Cover Letter_11-14-08_16:36:03CT</td>
</tr>
</tbody>
</table>

To complete the process click on

CONFIRM ATTACHING DOCUMENT
Completing the Application: **Confirm**

**Confirm - Admin Assistant 3**

You have not completed applying for this position until you receive a confirmation number.

Once you finish attaching documents, you will not be allowed to attach more documents.

Are you sure you want to finish attaching documents for this posting?

![Yes](Yes)

Your Application Has Been Submitted **Admin Assistant 3**

The following is your confirmation number. Please save this number for future reference: 553690

Thank you for your interest in the position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted. If you are selected as a finalist, you may be asked to submit additional information.

![OK](OK)
Application Status

Once you click OK from the previous page you will now be able to view your application’s status.

On the Application Status screen, you can:

- Click View Staff/UNMTemp Employment Application in the Application column
- View the Status of your application in the Status column or click on Withdraw your Application if Status is In Progress
- View Documents that you have submitted with your application
Managing Your Applications

To Manage your Applications click on Manage Applications on side menu.

On the **Choose Application** screen, you can:

- View Existing Application(s) by clicking on View Staff/UNMTemps Employment Application link
- Edit Existing Application(s) by clicking on Edit Staff/UNMTemps Employment Application
- Create New Application by selecting the profile/application of your choice
Change Password

To change your password:

1. Click on Change Password on side menu
2. Type in Current Password, New Password, and Confirm Password
3. Click on Submit Password Change.